

## **APPENDIX E.2**

### **DELEGATION OF AUTHORITY**

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#### **Purpose and Scope of the Delegation of Authority**

The purpose of the Delegation of Authority is to transfer the responsibility and authority for incident management (i.e., legal command and incident decision authority) to the recipient, in this case to a designated Incident Commander (IC). The Delegation of Authority is a written transfer of authority vesting the designated IC with the control and management of the incident in accordance with prescribed instructions and limitations.

The Delegation of Authority provides:

- Delegation (from agency administrator / unified agency administrator group) of full responsibility and authority for incident management under prescribed terms and conditions
- Terms, conditions and limitations of the authority granted
- Local fire policy (established in view of legal, financial, and political considerations)
- Delineation of line of authority (source of continuing local direction)
- Priorities for incident control
- Direction for unified command
- Documentation requirements
- Direction for media relations
- Direction for incident management reporting
- Termination conditions
- Other terms and conditions established by the local jurisdiction administrator

A Delegation of Authority may only be granted by official action of the political governing body of the local jurisdiction. However, it may, by appropriate resolution, entrust the power to make that delegation to a specified jurisdiction official (e.g., city manager, mayor, or fire chief) upon certain conditions, thus assuring timeliness and continuity of effective management and control. For maximum effectiveness, a procedure for the timely granting of a Delegation of Authority should be in place as an emergency planning measure.

It is important to understand that a Delegation of Authority is not an abdication of responsibility or authority, but rather a means of assuring them in an unusual emergency setting by providing for an assignment with prescribed conditions and limitations. The authority granted must be broad enough to assure that local fire policy and priorities can be effectively implemented, accountability must be provided for, limitations as to scope, time and/or incident may be included, and the power of review and termination retained.

**DELEGATION OF AUTHORITY**  
**FOR**  
**EMERGENCY INCIDENT MANAGEMENT**

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**Incident Commander:** \_\_\_\_\_

As Incident Commander, you are hereby delegated full responsibility and authority to manage: \_\_\_\_\_

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under the following terms and conditions:

**1. Incident Priorities**

Incident management and strategies shall be pursuant to the primary incident priorities established by: \_\_\_\_\_

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as attached hereto.

**2. Incident Management**

Incident management and operations shall be conducted as efficiently and effectively as possible given the prevailing conditions and circumstances.

**3. Unified Command**

As Incident Commander, you shall operate in unified command with the designated command personnel of other authorities with jurisdiction.

**4. Local Personnel**

In so far as possible, local personnel shall be utilized within the incident management organization.

**5. Documentation**

Complete and comprehensive incident documentation shall be maintained, including initial damage claim investigations.

**6. Media Relations**

The fire management team will handle media relations through: \_\_\_\_\_

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# DELEGATION OF AUTHORITY

FOR

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### 7. Reporting

Incident management reports shall be made to: \_\_\_\_\_

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### 8. Termination

This Delegation of Authority shall terminate upon written notice from the undersigned granting authority.

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Granting Authority:

\_\_\_\_\_  
Name/Position

\_\_\_\_\_  
Jurisdiction